



Heathside Weybridge

Administration Manager

Start date – as soon as possible

36 hours per week Mon-Fri 08:00am - 4:00pm

39.4wks per year term time

Starting Salary: £34,356-£37,101

FTE Actual Salary: £29,859 - £32,245 (Pay Grade ELM8)

We are looking to appoint a skilled and highly motivated Administration Manager at Heathside Weybridge to oversee school support staff and manage day to day administrative functions. This is an exciting opportunity for an experienced Manager looking for a term-time role.

Candidates should have strong administration experience and:

- possess strong line management experience, leadership, communication and interpersonal skills
- be confident, enthusiastic, able to adapt and a strong team player
- show initiative and be prepared to 'go the extra mile' when necessary
- be organised with the ability to prioritise a busy workload with excellent numeracy and IT skills.

In return ElmWey Learning Trust offers:

- Friendly and welcoming school team
- Local Government Pension Scheme, including generous employer contributions
- On-site parking
- Supportive and experienced central Trust team
- On the job training and CPD opportunities

Duties will include:

- Overseeing school support staff; including approving and monitoring absence and overtime requests for all support staff, planning and organising recruitment and organising induction and inset training.
- Overseeing reception and line managing the school office team, ensuring effective communication with both internal and external stakeholders.
- Ensuring visitors and parents receive a warm and friendly welcome.
- Overseeing the first aid provision, ensuring training of first aid staff and liaising with teams to support with student health plans.
- With the support of our Trip Admin Assistant overseeing organisation for school trips, activities, school photos, equipment sales and locker rentals.

Application forms and the full job profile are available from our website: www.heathside.surrey.sch.uk. To apply please email completed application forms and letter of application to: jobapplications@heathside.surrey.sch.uk. **CVs cannot be accepted.**

Closing date for applications: 10am on 3rd October 2023.

Interviews will be held w/c 9th October 2023

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.